

December 17, 2007

From: Jim Weber
CNC Machining & Welding Instructor
Capital High School
100 Valley Drive
Helena, MT 59601

To: Rural Elementary and Class C School Superintendents, Principals,
and Teachers.

Dear Educators,

Capital High School is very pleased to announce the first annual “**High Tech Girls Manufacturing Institute**” designed to introduce middle school age female students to high tech careers in the manufacturing industry. The target population of this weeklong institute will be 8th grade female students from class C and rural elementary schools throughout Montana who will be entering the 9th grade in the fall of 2008. The institute will be held Sunday night, July 6, 2008 through Friday afternoon, July 11, 2008 at Capital High School and Carroll College in Helena. This institute is part of a Carl Perkins Non-Traditional Training and Employment grant that Capital High School was awarded in September of 2007.

Students who attend the institute will learn about careers and opportunities in areas such as Computer Numerical Control Machining (CNC), Computer Aided Design (CAD), Computer Aided Manufacturing (CAM), and Welding Technology. This will be an exciting, hands-on experience in which students will be manufacturing a variety of interesting projects that will teach them about various manufacturing careers. Students will be housed at the Carroll College dormitory with adult female chaperones. Students will attend workshops during the day and in the evening will attend fun and exciting entertainment opportunities throughout the Helena area.

All students who are chosen to attend the institute will receive a scholarship valued at \$756.00. This scholarship will cover all costs of the institute plus a \$178.00 travel stipend to cover travel expenses for students to and from Helena. Meals, lodging, project materials, and evening entertainment costs are totally provided for the 16 students selected to attend. Parent/guardians will be expected to provide transportation of their child to and from the institute. Students must apply to the institute and 16

students along with two alternates will be chosen by a team of industry and education representatives. All applications must be received by February 29, 2008. Students will be notified by March 15, 2008 if they have been selected to attend.

This is an absolutely fantastic opportunity for rural students, but we need your help. We hope that you will pass this information onto your students whom you think will be interested and facilitate them in the application process. Feel free to photocopy the application forms and institute information bulletin. This letter has been sent to all Principals, Superintendents, and Rural School Teachers throughout Montana in order to provide an equal opportunity for all communities. If you need more information about the institute, please feel free to contact me at 324-2702 or at jweber@helena.k12.mt.us. I look forward to hearing from you and feel this will be a great learning experience for your kids.

Sincerely,

Jim Weber
Capital High School

HIGH TECH GIRLS MANUFACTURING INSTITUTE CONFERENCE HIGHLIGHTS

STUDENT PROJECTS: Jewelry making-brass rings and necklace pendants, aluminum key chains, welded flower sculptures, house welcome signs/coat racks,

INDUSTRY TOURS- Students will be attending industry and college/universities tours in Helena, Bozeman, and Butte. Students will tour the Helena College of Technology/U of M Helena, Montana State University, Montana Tech, Montana Black Gold Archery Equipment, and the Gibson Guitar Factory.

GUEST SPEAKERS- Krista Milligan, Drafting and Design Instructor from MSU-Northern, Josie Long from Summit Aeronautics, Jennifer James of HKM Engineering.

INSTRUCTORS- Jim Weber-Capital High School, Scott Robertson-Helena Middle School, Casey Lyndes-CR Anderson Middle School.

TEACHER ASSISTANTS-Stephanie Haag-Capital High School, Whitney Kuntz-Capital High School, Amber Kuntz-Capital High School

FOOD/SNACKS- Food and snacks will be provided by Capella Catering of Helena and the Carroll College food services.

EVENING ENTERTAINMENT- Gates of the Mountains Boat Tour, Broadwater Water Slides, Helena Brewers Baseball Game, Bowling

SCHOLARSHIP VALUE- \$756.00

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Evening Entertainment

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Brewers Baseball game,



Bowling

SCHOLARSHIP VALUE - \$756.00

**HIGH TECH GIRLS MANUFACTURING INSTITUTE
STUDENT APPLICATION**

****MAIL ALL APPLICATIONS TO: JIM WEBER, HIGH TECH GIRLS
MANUFACTURING INSTITUTE, CAPITAL HIGH SCHOOL, 100 VALLEY
DRIVE, HELENA, MT 59601**

****ALL APPLICATIONS DUE FEB. 29, 2007**

APPLICATION DATE _____

STUDENT NAME _____

STUDENT DATE OF BIRTH _____

SCHOOL NAME _____

SCHOOL ADDRESS _____

SCHOOL PHONE NUMBER _____

SCHOOL CONTACT PERSON, POSITION HELD, PHONE NUMBER, AND E-MAIL
ADDRESS

STUDENT HOME ADDRESS _____

STUDENT HOME PHONE _____

CURRENT STUDENT GRADE LEVEL _____

PARENT/GUARDIAN NAME (PLEASE PRINT) _____

PARENT/GUARDIAN SIGNATURE _____

FILL OUT ALL QUESTIONS BELOW.
HAND WRITTEN RESPONSES ARE ACCEPTABLE.

1. EDUCATOR RECOMMENDATION: Why would you recommend this student for the High Tech Girls Manufacturing Institute? (Must be filled out by the school teacher, counselor, principal or superintendent)

EDUCATOR'S SIGNATURE _____

2. Why do you want to attend this institute? (To be filled out by the student)

3. Write a short biography of yourself in the space below.

STUDENT'S SIGNATURE _____

4. List all community and school service clubs/organizations/activities that you are involved with.

5. Have you ever taken any manufacturing related classes at school, and if so, describe those classes and projects completed?